

81-2022

25 SEP 1981

MEMORANDUM FOR: Deputy Director for Operations
Deputy Director for Administration
Deputy Director for Science and Technology
Deputy Director for National Foreign Assessment
Comptroller
General Counsel
Inspector General
Director, Office of Policy and Planning
Director, Equal Employment Opportunity

STAT FROM :
Director of Personnel

SUBJECT : Director, Equal Employment Opportunity Vacancy

1. Mr. Omega Ware has been selected for a new assignment and we need a replacement for him as Director, Equal Employment Opportunity. I would appreciate your recommendations by 9 October 1981 on officers known to you who would be interested in serving. As you know, the Director/EEO is a direct representative of the DCI and the DDCI who have assigned to him the responsibility to develop, lead and enforce efforts to satisfy DCI responsibilities and obligations to assure: equal opportunity for all employees and applicants; affirmative actions to correct past inequities; and, an effective, equitable and legal selection process. The Director, EEO should have the following qualifications:

- a. Ability to manage effectively a CIA-wide program requiring the identification and resolution of broad and complex human relations problems in an intelligence environment.
- b. Knowledge of the role, mission, operation and requirements of the Central Intelligence Agency and its components and the ability to assess the impact of these factors on the equitable selection, development and full utilization of employees and potential employees.
- c. Ability to design and conduct training to develop in management and supervisory personnel the understanding of, and sensitivity to, the impact of social, cultural and psychological factors on efficient management, fair selection and equal opportunity.
- d. Highly developed communication skills.

The Director, EEO also will be expected to develop a thorough knowledge of Agency Personnel Management objectives, policy and procedures, plus a thorough knowledge of the laws, regulations, policies and procedures governing national, federal and Agency EEO and Affirmative Action programs, actions and systems. The position is graded at SIS 1/2. Applicants at grades GS-15 through SIS will be considered.

2. The DDCI has decided that for the immediate future the Office of Equal Employment Opportunity will continue to be an independent office. However, our long-term goal is to integrate the OEEO function into the overall Agency Personnel Management System. The new Director, EEO and the Director of Personnel will be expected to work closely together in furtherance of that objective.



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1 - Subject

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